

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the

Licensing Committee

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB
at 2.03 pm on **Wednesday, 21 May 2025**

PRESENT

Councillors: David Jackson (Vice-Chair), Jane Doughty, Edward James, Dan Levy, Andrew Lyon, Paul Marsh, Martin McBride, David Melvin, Sandra Simpson and Tim Sumner.

Officers: Giles Hughes (Chief Executive Officer), Andrea McCaskie (Director of Governance), Frank Wilson (Group Finance Director - Publica), Phil Martin (Director of Place), Andrew Brown (Head of Democratic and Electoral Services), Ana Prelici (Senior Democratic Services Officer), Anne Learmonth (Democratic Services Officer) and Mathew Taylor (Democratic Services Officer).

I

Election of Chair

The Chair of the Council, Councillor Andrew Coles, opened the meeting.

The Licensing Committee would be comprised of the following Members:

- David Jackson
- David Melvin
- Paul Marsh
- Tim Sumner
- Sandra Cosier
- Jane Doughty
- Edward James
- Martin McBride
- Mark Walker
- Andrew Lyon
- Sandra Simpson

The Chair of the Council, Councillor Andrew Coles requested nominations for position of the Chair of the Licensing Committee. Councillor Mark Walker was proposed as the Chair of the Licensing Committee and the vote was carried.

The Licensing Committee **Resolved** to:

I. Appoint Councillor Mark Walker to the position of the Chair of Licensing Committee for the municipal year 2025 -2026.

2 Election of Vice Chair

In the absence of the Chair of the Licencing Committee, the Chair of the Council, Councillor Andrew Coles, requested nominations for the position of the Vice Chair of the Licensing Committee. Councillor David Jackson was proposed as the Vice Chair of the Licensing Committee and the vote was carried.

The Licensing Committee **Resolved** to:

- I. Appoint Councillor David Jackson to the position of the Vice Chair of the Licensing Committee for the municipal year 2025 - 2026.

3 Apologies for Absence

Apologies were received from Councillors Mark Walker and Sandra Simpson.

4 Declarations of Interest

Councillor Andrew Lyon declared an interest of holding a Hackney Carriage licence and felt that this was relevant due to attending the miscellaneous licensing committees.

5 Minutes of Previous Meeting

Councillor Andrew Lyon proposed that the minutes of the previous meeting Tuesday 19 November 2024 be agreed as a true and accurate record. This was seconded by Councillor Tim Sumner was put to the vote and was agreed unanimously by the Committee

The Licensing Committee Resolved to:

- I. Agree the minutes of the previous meeting held on Tuesday 19 November 2024.

6 Appointment of Licensing Sub Committees

The Vice-Chair of the Committee, Councillor David Jackson, proposed that the Licensing Committee agree the appointments to the Miscellaneous Licencing Sub – Committee and it was unanimously agreed by the Licensing Committee.

The Licensing Committee **Resolved** to:

- I. Appoint the following Councillors to the Miscellaneous Licensing Sub– Committee:
 - David Jackson
 - David Melvin
 - Edward James
 - Andrew Lyon
 - Sandra Simpson

2. Note that the Licensing Panel membership would comprise of the Chair or Vice Chair of the Licensing Committee and two other Members of the Licensing Committee drawn on an alphabetical rota basis from the remaining Members of the Licensing Committee (subject to their availability and completion of licensing training prior to participation in a Licensing Panel meeting).

The Meeting closed at 2.10 pm

CHAIR